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**NOTICE OF DEMOTION
DISCIPLINARY STEP 2**

EMPLOYEE:	DATE:
OFFICE/DEPARTMENT:	
IMMED. SUPERVISOR:	AGENCY HEAD:

YOU ARE HEREBY NOTIFIED THAT YOU WILL BE DEMOTED FROM YOUR POSITION AS _____
_____ TO THE POSITION OF _____

EFFECTIVE AS OF THE FOLLOWING DATE: _____.

(the effective date must begin on a pay period at least two weeks from the date this action is filed with the Clerk of the Board of Supervisors)

(Agency Head Signature)

DATE

NOTICE!! [THESE ARE YOUR HEARING RIGHTS] NOTICE!!

YOU HAVE THE RIGHT TO REQUEST A HEARING WITHIN **FIVE (5) WORKING DAYS** OF YOUR RECEIPT OF THIS NOTICE. IF YOU DO NOT REQUEST A HEARING WITHIN THE TIME PERMITTED, THE ABOVE ACTION WILL BE FINAL ON THE DATE A WRITTEN DISCIPLINARY ORDER IS FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS. *THE FILING OF THE DISCIPLINARY ORDER IS THE FINAL ACTION OF THE DISCIPLINING AGENCY HEAD AND IS OPERATIVE AND EFFECTIVE FOR ALL PURPOSES SET FORTH IN THE DISCIPLINARY ORDER AS OF THE DATE THE DISCIPLINARY ORDER IS FILED.*

ATTACHED ARE THE WRITTEN CHARGES AGAINST YOU. IF YOU WISH TO RESPOND TO THE CHARGES AND REQUEST A HEARING, PLEASE SIGN AND DATE AND RETURN THE FORM AND A HEARING WILL BE SCHEDULED FOR YOU. YOUR RESPONSE TO THE CHARGES MAY BE SUPPLEMENTED OR AMENDED BY YOU AT ANY TIME PRIOR TO THE HEARING OR DURING THE HEARING.

CONFIDENTIAL
UNAUTHORIZED DISCLOSURE PROHIBITED BY COUNTY ORDINANCE